

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <b>KAMPALA</b>	<b>2. AGENCY</b> <b>STATE</b>	<b>3a. POSITION NO.</b> 101774
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) 305 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	<b>HUMAN RESOURCES ADMIN ASSISTANT</b>			
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> <b>HUMAN RESOURCES CLERK</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> <b>U.S.EMBASSY KAMPALA</b>	a. First Subdivision <b>HUMAN RESOURCES</b>
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b. Second Subdivision <b>ADMINISTRATIVE OFFICE</b>	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and Responsibilities of my position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and Responsibilities of this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and Responsibilities of this position. There is a valid management need For this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**  
Incumbent provides personnel support to the HR section in duties including clerical, administrative support and records management in connection with processing of personnel actions. Incumbent reports to the Human Resources Specialist (HRS) and is a member of a section consisting of the Regional HRO Officer, HR Specialist, 3 HR Assistants, HR Payroll Liaison Clerk, and EFM HR Assistant.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
<b>Records Management:</b>	<b>50%</b>

Incumbent is responsible for all the section's filling ,scanning and storage (both electronic and hardcopy) of official documentation for American and LE Staff personnel records including personnel action cables, individual subject matter letters, assignment notification cables, travel orders, and any other personnel information as needed following guidance included on 3 FAH-1 H-2350. In coordination with HRO and HRS, organizes the electronic HR shared folder files and deletes old information so that documentation can be retrieved promptly.

Incumbent creates subject files for reports such as LCPs, salary surveys, policies, E&L statements, classification reports and shreds as required. Is responsible for managing the HR archives by creating and maintaining databases with titles and properly kept HR correspondences for easy future access. Carries out file weeding, maintenance and updates including file census. Retires files as is required by regulations.

Is responsible for tracking and filing of performance evaluation reports and work development plans for all LE Staff according to the Performance Management Policy. Files evaluation reports for family members and sends original and a copy to AF Bureau EFM Coordinator for processing.

**Clerical Support of Recruitment:**

**30%**

In coordination with the HR Specialist, the incumbent daily monitors the application inbox and empties it; it including saving applications in the relevant folders. Prepares folders with the original vacancy announcement, screened applications plus tracker for the PRC to shortlist. Coordinates interview dates and conference rooms. Enters visitor's access requests so that applicants can access the building. Assist to proctor tests given to candidates considered for employment.

Creates new personnel files as new employees are hired, to include one for performance management.

Follows up with medical unit and RSO on status of clearances when delays occur.

Prepares a welcome pack for the new LE staff and organises the new employees OPF ready for boarding.

**Administrative support:**

**20%**

Maintains and updates HR forms and makes sure they are available to all staff either electronically or hard copies as may be needed including Request for Work Permits, Change of address, Designation of beneficiary forms, etc.

Coordinates HR section's requests for supplies, motor pool, and procurement of adverts in newspapers.

Collects interoffice mail and drop offs as needed, prepares official outgoing pouch and DHL documents to be sent to Washington or other locations.

May be required to provide backup to the HR Assistants during lunch breaks, illnesses, vacations and other absences from the office. Performs any other duties as assigned.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education

Completion of secondary school (both "O" and "A" levels) is required. Diploma studies in Human Resources, Public Administration, Management or Administration

b. Prior Work Experience

Two years of clerical or administrative work in a busy office is required.

c. Post Entry Training

On the Job training in Human Resource, Web Pass and Records Management

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English ability is required. Level III (good working knowledge) in Luganda, Lusoga, Acholi or Lukyakitara is required.

e. Knowledge

Must have good working knowledge of general office procedures and knowledge of Microsoft Office Suite programs such as Excel, Word, Power Point, and Outlook. Knowledge of general HR Regulations and policies , Records management and procedures

f. Skills and Abilities

Must have strong computer skills. Ability to use personal computers and other office equipment such as scanners, shredders, and copy machines is required.

**16. POSITION ELEMENTS**

a. Supervision Received

Receives supervision from the HR Specialist and the Regional Human Resources Officer.

b. Available Guidelines

3 FAM, LE Staff Handbook, locally written instructions and knowledge of the supervisor's preference and policies.

c. Exercise of Judgment

Judgment must be exercised in determining priorities of work to be carried out.

d. Authority to Make Commitments

N/A

e. Nature, Level and Purpose of Contacts

Mid level personnel in the Ministry of Foreign Affairs regarding Embassy correspondences and mid level Mission Personnel.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 Weeks

This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.